

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION II

195361



DATE: AUG 4 1989

SUBJECT: Distribution of Forms - S & D Engineering Services, Inc.
ERCS Contract No. 68-W8-0102

FROM: Richard C. Salkie, Associate Director for *Bruce Spurgeon (fn)*
TO: Removal and Emergency Preparedness Programs

All Staff

The following is a revision to my memo of May 17, 1989, indicating the correct mailing distribution of copies when processing Delivery Orders, 1900-55 Daily Cost Reports, and Contractor Invoices for S & D Engineerting Services, Incorporated. Please note that the only changes made to the previous memo are the corrections to addresses for RTP and S & D Engineering Services.

A. Delivery Orders

Original Copy (CONTRACTING OFFICER)
Office of Policy and Management
Facilities and Administrative
Management Branch
U.S. Environmental Protection Agency
Region II
26 Federal Plaza, Room 937
New York, New York 10278

Stanley Murphy
Contracting Officer
(212) 264-1414
FAX (FTS) 264-7610

Green Copy (CONTRACTOR)
Mr. William E. McCracken, President
2 Gourmet Lane, Suite G
Edison, New Jersey 08837

Alt: John P. Sandstedt
Dir. of Env. Compliance
(201) 549-8778
FAX (201) 549-8707

Pink Copy (FINANCE)
U.S. Environmental Protection Agency
Financial Management Division (MD-32)
Reports and Accounting Branch
Research Triangle Park, N.C. 27711

Alt: Carol Hagey
FTS: 629-5178

Gold Copy (ERD)
Mr. Norman Vogelsang
Deputy Project Officer
U.S. Environmental Protection Agency
Woodbridge Avenue, MS-211
Edison, New Jersey 08837

Alt: Christopher Militsch
Project Officer, X4346
(Vogelsang)

B. 1900-55 Daily Cost Reports

Original

OSC Project Files

First Copy

Mr. William E. McCracken
2 Gourmet Lane, Suite G
Edison, New Jersey 08837

Second Copy

Mr. Stanley Murphy, Contracting Officer
U.S. Environmental Protection Agency Region II
26 Federal Plaza, Room 937, OPM-FAM
New York, New York 10278

C. Contractor Invoices

First Original (Review Copy)

OSC Project Files

Certified Original (With Original Memorandum)
U.S. Environmental Protection Agency
Financial Management Division (MD-32)
Reports and Accounting Branch
Research Triangle Park, N.C. 27711

Copies of Cover Memorandum

1. Deputy Project Officer (N. Vogelsang)
2. Westinghouse HAZTECH, Inc. (S. Brunson)
3. Contracting Officer (S. Murphy)

Should you have any questions, please contact the DPO.

cc: William E. McCracken, S & D Engineering Services, Inc.
John P. Sandstedt, S & D Engineering Services, Inc.
Edward Twilley, " " " "
Stacey Miller, " " " "
Stanley Murphy, EPA
Norman Vogelsang, EPA